

**Woodrow Wilson Center for Employment
Occupational Skills Training Course Offerings
Revised 10/1/09**

**20 Training Days = 1 Month
6.25 Hours = 1 Training Day**

SERVICE AND PARAPROFESSIONAL OCCUPATIONS

Shop Area and Objective	O*NET-SOC Code	Training Hours	Training Days	Training Months
AUTO MECHANICS				
Auto Reconditioning and Detailing Worker	53-7061.00	500	80	4
Auto Servicing Technician	49-3093.00	250	40	2
General Services Technician*	49-3023.02	1000	160	8
*Entry contingent on completion of Auto Servicing Technician				
BUILDING TRADES				
Construction Laborer	47-3012.00	625	100	5
Carpenter's Assistant	47-2031.02	875	140	7
Furniture Assembler	51-2092.00	875	140	7
Cabinetmaker's Assistant	51-7011.00	1250	200	10
FOOD SERVICE				
Kitchen Assistant	35-2021.00	750	120	6
Cook's Assistant*	35-2021.00	250 (1000)	40 (160)	2 (8)
Baker's Assistant*	51-3011.00	250 (1000)	40 (160)	2 (8)
*Entry contingent on completion of Kitchen Assistant				
Cafeteria Attendant	35-9011.00	750	120	6
HEALTH OCCUPATIONS				
Personal Care Aide	39-9021.00	290	47	2.5
Nurse Aide* (eligible for certification upon completion)	31-1012.00	440 (730)	71 (118)	3.5 (6)
*Entry contingent on completion of Personal Care Aide				
MATERIALS HANDLING				
Forklift Operator	53-7051.00	70	11	.5 (1/2)
To comply with risk management requirements all students entering the WWRC forklift operator training program are first required to receive a recommendation for training from the WWRC Vocational Evaluation department. Forklift Operator training can be pursued independent of or in conjunction with other training programs.				
Stock Clerk	43-5081.03	750	120	6
Community Based Training (CBT) hours are included in the Stock Clerk program. In the Stock Clerk program, all students receive core instruction in materials handling with additional skills learned at related community business sites specific to the type of employment expected after graduation. Individualized options include training at a warehouse; lumber yard; grocery, car parts or retail store, etc.				

The beginning assessment and Student Internship Program (SIP) times are included in all programs except ETO.

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BUSINESS AND INFORMATION TECHNOLOGY				
<i>All students participate in a Core Curriculum (six weeks)</i>				
Business Support Services				
Customer Service/Call Center Representative	43-4051.00	682	110	5.5
Accounting Clerk	43-3031.00	1625	260	13
Records/Database Management Clerk	43-9061.00	750	120	6
Receptionist	43-4171.00	1125	180	9
Administrative Assistant	43-6011.00	1625	260	13
Information Technology				
Computer Support Specialist	15-1041.00	1200	192	9.6
Help Desk Technician Level II	15-1041.00	1500	240	12
Web Applications Developer Level II	15-1099.04	1500	240	12
EXTERNAL TRAINING OPTION (applies to both Paraprofessional and Professional Occupations)				
In this program, skill training is provided on-the-job by an employer/instructor. Length and hours of instruction vary, depending on employment goals and other identified training needs. Job training in over 100 occupations is available.				

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